



**National Open University of Nigeria**  
**Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi- Abuja**  
**Department of Arts & Social Sciences Education**  
**Faculty of Education**

**2024\_2 EXAMINATION**

**Programme: B. Sc. (Ed)**  
**Course Code: BED313**  
**Course Title: Office Information Technology**  
**Credit Unit: 2 Units**  
**Time Allowed: 2 Hours**

**Instruction: Answer question one (1) and any other two (2) questions**

- 1a) Discuss six preventive measures that can be applied in an organization to secure computer **(12 marks)**
- b) Elucidate six services provided by Information centre in the workplace **(12 marks)**
- c) Discuss three strategic objectives require for maintenance of information security **(6 marks)**
  
- 2a) Explain five tasks that can be performed in the office when processing information **(10 marks)**
- b) State and explain four factors to be considered in planning workplace environment **(10 marks)**
  
- 3a) Explain five services offered by computer bureaus **(10 marks)**
- b) Clarify five objectives of teamwork **(10 marks)**
  
- 4a) Discuss five disadvantages of implementing information security management system **(10 marks)**
- b) Define computer security **(4 marks)**
- c) State two consequences of breach of security **(2 marks)**
- d) Distinguish between LAN and WAN **(4 marks)**